



# Parent A-Z Handbook

June 2020



**Address:** 3B Smalls Road, Ryde 2112

**Email:** [smallsroad-p.school@det.nsw.edu.au](mailto:smallsroad-p.school@det.nsw.edu.au)

**Phone:** 8260 7700

**Website:** <https://smallsroad-p.schools.nsw.gov.au/>



# Welcome to Smalls Road Public School

**CONFIDENT**

**CREATIVE**

**RESILIENT**



Smalls Road Public School was established in 2020. We cater for students from Kindergarten to Year 6. We have mainstreams classes (up to 40) as well as 3 support classes for students with diagnosed disabilities.

Our current school site comprises of one large circular building that houses all teaching and learning spaces, school library, hall, amenities, administration and staff areas. As a new build school our spaces have been designed to prepare students for a workforce where skills in collaboration, creative thinking and entrepreneurialism are key to success. All teaching and learning spaces cater for up to 4 classes, classes do not have an individual home classroom. Our innovative learning spaces have been designed as flexible spaces to better cater for problem and project-based learning experiences, authentic collaborative teaching and learning and authentic student voice and agency. Our school has been built to support technology-rich learning with infrastructure that will support ongoing technology changes and advancements.

At Smalls Road Public School, we are inclusive of and respectful to towards students, staff and community. Our staff are professional, warm and welcoming. We work in active partnership with our community. We encourage and listen to student, staff and community voices. Our school has high expectations for all – students, staff and community.

Smalls Road Public School collaboratively plan and deliver quality teaching and learning programs that are explicit, systematic, innovative and future-focused. Teaching and learning is our core business. Our expectation is that all students have ongoing, high academic growth.

This handbook has been produced to help our community engage with our school. Many organisational and procedural areas of the school are detailed to ensure clear communication and understanding within our community.

We are here to help and work together to support positive student outcomes.

*Megan Gibbons*

## **Principal**

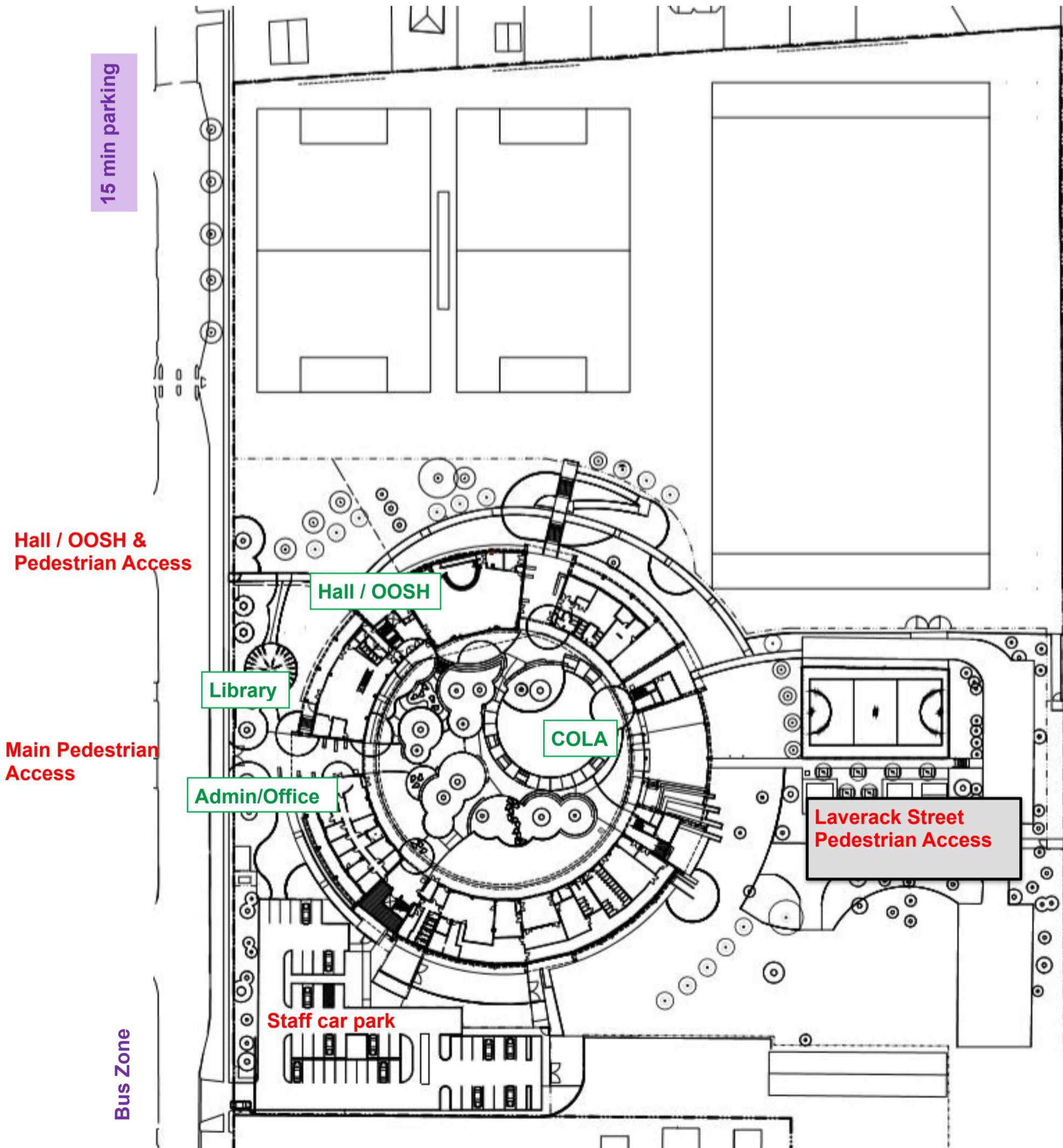
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# Site Map



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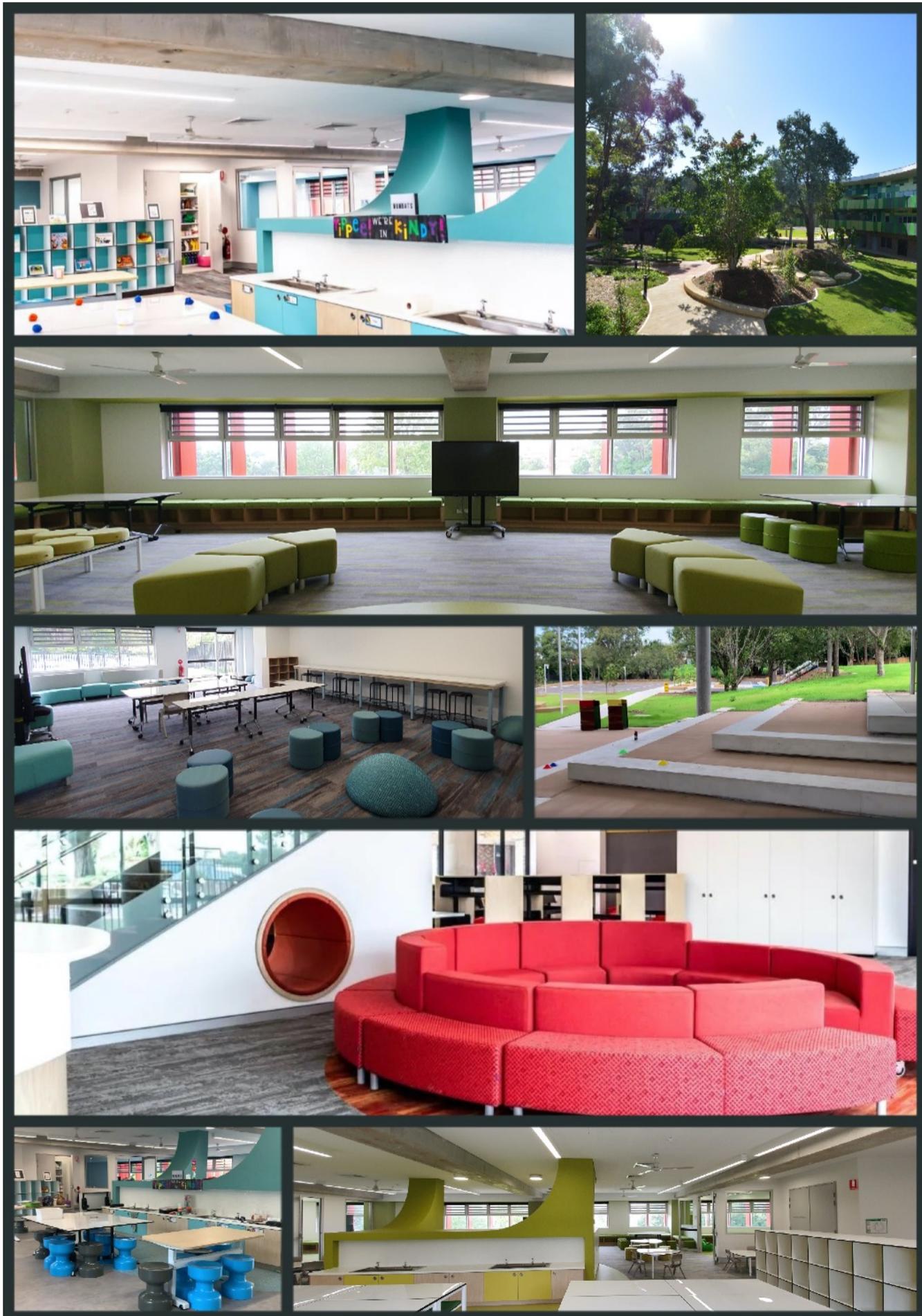
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[Click to view our interactive tour](#)



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## **Accidents**

Occasionally, accidents may occur at school with many students learning and playing within the school space. You will receive a phone call from the school if:

- You need to collect your child
- The accident involves a head bump as per Department guidelines

If the accident results in a minor injury such as a scrape, we will not ring you to notify you of the injury. Staff carry first aid bags. Minor injuries will be treated by the teacher and not sent to the office. All our staff are trained in first aid procedures each year.

## **Air flow in classrooms**

Every classroom has windows and shutters that allow for fresh air flow in the classroom. There are also carbon dioxide sensors that prompt staff to open windows to increase airflow when needed.

During summer and winter all classrooms have reverse cycle air conditioning to ensure rooms stay at an appropriate temperature for the season.

## **Additional needs**

Smalls Road has a Learning and Support team to cater for students with additional needs in the mainstream. All students in the mainstream with additional learning needs are catered for through the provision of quality teaching and learning programs and the implementation of learning adjustments as appropriate. Classroom teachers work collaboratively with the Learning and Support Teacher and parents to develop an adjustment plan and/or Individual Education Plan if required. Parents are encouraged to share any external reports such as speech, occupational therapy or psychometric testing with the school to best support all students.

Smalls Road also has 3 support classes in our Support Unit. These classes are a regional resource and not just for students who attend Smalls Road. These classes cater for students with diagnosed disabilities.

## **Assemblies**

We host regular assemblies, with days and times decided in line with school timetables each year. Parents are advised if class performances are scheduled. Parents are welcome to attend assemblies.

Special events, such as Education Week, will have assemblies or events planned in advance, with all dates and information found on our school website.

## **Assessment**

Each term, teachers continually assess student progress towards learning outcomes using a variety of measures. These include both formal assessment tasks and formative assessments, where teachers assess student achievement during the lessons and modify their lessons appropriately for each student. We use a variety of assessments depending on the age of students and track their progress using the Learning Progressions in Literacy and Numeracy. Please see [Reports](#) for information about student reports at Smalls Road.

## **Attendance**

Students are required to attend school every day when lessons are being conducted. School commences at 9:00am and ends at 3:00pm. Children who arrive after 9:00am must report to the office to obtain a late slip and will be recorded as being partially absent on the official school attendance register. When a child is going to be, or has been absent, please notify the school in writing—either by email or a note with your child. The reason for the absence and the date/s of the absence should be clearly stated in the letter.

Justified reasons for student absences may include:

- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral

If we have not received an explanation for their absence after 7 days, we will send a note home asking for a reason for their absence. If no explanation is received, it is recorded as an unjustified absence on their record.

Extended absences for overseas travel must be approved by the principal well in advance of travel date.

[🔗 Compulsory School Attendance \(for parents\)](#)

[Early departure/late arrival procedures](#)

## **Behaviour management and awards**

In the event of students demonstrating unsafe, unkind or inappropriate behaviour towards students, staff or community, the class teacher and/or an executive staff member may contact you directly if the issue is significant and/or serious. Minor incidents of inappropriate behaviour are managed and recorded at school by the class teacher, teacher on playground duty or executive staff. Parents will be contacted if a student displays ongoing minor behaviours.

To support positive behaviour, during 2020-2021, the school will develop a whole school awards system in consultation with our school community and students.

## **Before and after school care**

OSHClub works in partnership with Smalls Road Public School to provide Outside School Hours Care (OSHC) services to the community. They also provide vacation care services for families during school holiday periods.

For more information about the program and contact information click below:

[🔗 OSHClub information](#)

## **Bicycles**

We have designated bike racks at the front entry gate to our school. Year 1-6 students who understand and adhere to safe riding practices and road rules are able to ride to school. Parents need to make sure their child knows a safe route to ride to school. Kindergarten students are able to ride their bike to school when accompanied by a parent. Please ensure your child/ren wear a helmet at all times and are safe road users.

## **Birthday cakes**

We love celebrating birthdays at Smalls Road Public School and welcome parents/carers sending in cakes. Please note that large cakes cannot be cut by the teacher. Cupcakes or individual lolly bags are ideal. Please include enough for each child in the class. Parents of students with allergies often provide some nut-free cakes at the beginning of the school year which can be frozen in the staffroom and accessed each time a classmate celebrates a birthday. Parents are advised to notify the class teacher in advance of sending in cakes to ensure there will be time during the day to distribute the cakes.

## **Calendar**

Our school calendar has information about upcoming school events. Please keep an eye on the calendar. Upcoming events will be included in the school newsletter.

[🔗 School Calendar](#)

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## **Canteen**

While we have a purpose built canteen facility on site, we do not have an operational canteen so students are required to bring lunch and recess each day. As the school grows, we will consult with the community in regards to establishing a school canteen.

## **Casual teachers**

Casual or relief teachers adopt the same responsibilities and duties as permanent teachers and are employed when a teacher is sick, on leave or is attending a training course. Casual teachers meet all training requirements outlined by the Department of Education.

## **Catchment zone**

Each public school in New South Wales has its own catchment zone. Students residing within the zone have automatic right of enrolment to the school, while those residing outside the zone are required to lodge an out-of-area application for consideration by a panel. General advice is to enrol children at their locally zoned public school. An enrolment committee is formed to discuss applications for out of area enrolments, with families notified once a decision has been made.

Siblings are not automatically enrolled. Families must complete enrolment forms for each sibling prior to their start in Kindergarten.

Please visit School Finder for the most up to date catchment map

 [School Finder](#)

## **Child protection**

Child Protection lessons are mandatory for schools to deliver in NSW schools, though parents/carers may opt their children out. Child Protection focuses on themes such as staying safe, recognising abuse and responding to abuse. The school will notify parents when these lessons are scheduled to begin, giving parents the option to opt their child out of the lessons. Teachers are

mandatory reporters of suspected child abuse and are trained every year in themes of keeping children safe.

## **Class structure**

At Smalls Road Public School, we have learning spaces, which can accommodate up to 4 classes within any learning space.

We also have 3 Support classrooms for students with additional needs.

Whilst students are placed in a learning space, they have their own home base class with a 'home' teacher they meet with every morning and afternoon. Throughout the day students may be taught by another staff member for particular curriculum areas or to group students of like ability. Teachers, including English as an Additional Language/Dialect (EALD) and Learning and Support teachers collaboratively program and meet daily to discuss and feedback to home teachers on particular students learning progress.

Student numbers in classes are determined by a central formula. The following ratio is an average size per class as per Department guidelines:

- Kindergarten – 20 students
- Year 1 – 22 students
- Year 2 – 24 students
- Year 3 – 30 students
- Year 4 – 30 students
- Year 5 – 30 students
- Year 6 – 30 students

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## **Contacting staff**

If you need to arrange a meeting with your child's class teacher or communicate information, please email the school with the subject "Attention 'teacher name'".

Class teachers will receive the email and will respond via the school email as soon as they are able.

Please be aware teachers do not regularly check emails throughout the school day as they have supervision and teaching responsibilities from 8:30am-3pm.

If you need to make contact with the school regarding an urgent matter, please phone the office between 8:35 and 2.50pm and we will pass the message onto the class teacher or appropriate staff member. If you are phoning regarding change of pick up, please call no later than 2pm so your child can be notified.

[Click to view our communication flowchart](#)

## **Counsellor**

Our school has a School Psychologist on site one day per week and is an integral part of our Learning and Support Team.

## **Crunch and sip**

Students are asked to bring a crunch and sip snack each day in a separate container. This is a small fruit and/or vegetable snack and sip of water. Students need to bring a water bottle to school. This break is normally during learning session 1 to provide a small break and recharge for their learning. Please see the link for more information:

[Crunch and sip information](#)

## **Curriculum**

NSW government schools have six Key Learning Areas (KLAs) as indicated below. All areas are comprehensively covered. Aboriginal studies, multiculturalism, child protection, environmental education and drug education

are also integrated into the school curriculum. The six KLAs are:

- English
- Mathematics
- Geography and History- Human Society and Its Environment
- Science
- Creative arts
- PDHPE

Click on the links below to see what students learn in each stage of learning.

[Online Syllabus documents](#)

[Learning progressions](#)

Smalls Road staff provide information about what students will be learning over each term. Term 1 information is given at our Meet the Teacher evening, with information about Term 2-4 learning sent out in a grade newsletter at the start of the term:

[Stage pages](#)

## **Dismissal of students**

Each afternoon, students are dismissed from the classroom in 3 groups:

1. OOSH- collects enrolled Kindergarten students (Term 1 & Term 2). Enrolled Year 1-6 students walk independently to OOSH.
2. Kiss and Ride- starts at 3.05pm. An executive meets Kindergarten students going to Kiss and Ride walks them to the Kiss and Ride meeting area. Year 1-6 Kiss & ride students walk independently to the Kiss & Ride meeting area.
3. All other students walked to the courtyard by their class teacher and dismissed.

Please ensure your child knows how they are getting home each day to avoid confusion at pick up time. If the normal pick up organisation changes parents must phone the office by student/s can be notified.

## **Early pick up/late arrival**

If for any reason you need to collect your child early from school or they arrive late, please buzz at the front gate for access to the office.

If a student is late to school, an adult must accompany them to the front office to sign them in. Your child will collect a late slip and walk up to their classroom independently.

If you are collecting your child early, come to the office. The staff will register the early leave on the school roll. Your child/ren will come to administration to meet you.

You will need to provide a reason for the late arrival or early pick up and this is recorded as a partial absence on their attendance record.

We encourage all families to make appointments out of school hours where possible to avoid disruption to learning.

## **Emergency information**

When students enrol, families are asked to provide contact information for relatives/family friends in the event parents are non-contactable in an emergency. Please ensure your emergency contacts are aware they are listed as a contact. Inform the office via email if your emergency contacts change for any reason.

## **Emails**

On enrolment, families supply an email address the school will use for contact purposes. Your email address is used as the main type of contact for school information, newsletters, invoices etc.

If you change your email address for any reason or wish to update the email address you are contacted on, please email the school office with the subject "Update email address" to avoid missing any important information.

Please include in the email your name, child's name and class, the old email address and

your new email address to ensure our records are accurate.

## **English as an additional Language Dialect and New Arrival Program**

The school provides the English as an Additional Language or Dialect (EAL/D) program for those children who require additional help with learning English. Students are sometimes withdrawn from class if intensive work is required. At other times students are supported in the general classroom. Any student who indicates on their enrolment they have a background in another language are considered for inclusion in this program on a needs basis.

Students who are newly arrived to Australia from another country may be eligible for the New Arrivals Program (NAP) to support their development of English.

## **Enrolment**

If you are looking to enrol your child at Smalls Road, please contact our school office for information. Check if you are in our local catchment area using the website SchoolFinder.

For future enrolments, we host a number of information evenings and school tours. Please keep an eye on the school website for dates and times. You can also register your interest here for enrolment at Smalls Road.

 [School Finder](#)

 [Enrolling at Smalls Road](#)

## **Excursions, incursions and performances**

Each term, students may have the opportunity to go on an excursion or be visited by a performance group on site. These excursions (off school grounds) or incursions (on school grounds) are linked to the units of work students are studying and will be included in

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your term invoice to cover the cost of transport and/or venue. Signed permission must be given for any excursion. If permission is not received, students are unable to attend the excursion or performance even if parents have paid the cost. We aim to provide 2 events per year but this may vary based on the grade of students and performance/excursion availability for our units of study.

## **Executive staff**

In 2020, our school has 3 executive staff:

**Principal-** Mrs Gibbons

**Assistant Principal Kinder-** Miss Carter

**Assistant Principal Support-** Ms Walsh

Our executive staff will extend for 2021. If you have any inquiries regarding your child, your first contact should be your classroom teacher. If you wish to contact an executive about your child after speaking with your class teacher or regarding other school matters, please email the school and we will be in contact to arrange a convenient time.

## **Extra curricula activities**

Public primary schools may offer a range of extra-curricular activities to students so that they can maximise their schooling experience and engage in areas of interest. In smaller schools with limited staff, extra-curricular options are limited, while in large schools with a large and diverse staff, additional extra-curricular options can be made available. We will communicate any opportunities to families for extra curricula activities when they arise over the coming year.

## **Food at school**

All students need to have crunch and sip, recess and lunch each day as we have no canteen on site.

## **General Assistant**

The school employs Mr Ken Nicol as our General Assistant (GA) to maintain the buildings and grounds.

## **General hints and tips**

- Please ensure all belongings are clearly labelled with your child's name to avoid lost property
- If you plan on using Kiss and Ride, [register for a number](#) and know the procedures
- Always make sure your child knows how they are going home each day to avoid confusion
- Keep the school up to date with changes to email addresses, phone numbers or emergency contacts
- Keep the school up to date with any changes in your family circumstances that may affect your child's learning

## **Health**

If your child is unwell, please do not send them to school. This helps prevent the spread of illness to staff and students.

If a child becomes unwell during the day, the office will call you to collect them from sick bay. Please note, we will only call if they are too sick to be at school. The school will email and contact families in the event of any major illness that presents at school.

If your child vomits at school or has diarrhoea, they cannot return until 24 hours after the last occurrence. Please see [Infectious Diseases for more information](#)

To promote good health, students are encouraged to bring a small hand sanitiser in their bags for use before and after play. We provide hand sanitiser in the classroom and have soap available to promote good hygiene habits from an early age. During peak illness

times, eg cold and flu season, teachers regularly talk about good hygiene habits.

## **Homework**

Students will receive homework in line with Department policies and guidelines.

## **Homework for Kindergarten-Year 2**

In general, students are not expected to complete formal homework in Kindergarten. Students may be given books to read at home, as appropriate.

In Years 1 and 2 some formal homework may be set. For example, students might be asked to read and write, learn words for spelling and complete some mathematical activities.

All students, K-2 will be encouraged to participate in our home reading program.

## **Homework for Years 3-6**

Homework in Years 3-6 may be varied and students may be expected to work more independently.

Students could be encouraged to read and practise mathematical concepts learnt at school. Other homework may also be set across areas of the curriculum.

Parents will receive information about homework from the class teachers at the beginning of the year.

## **Immunisation**

The Department of Health recommends that children entering school be immunised against childhood diseases. The Department of Education requires the school to sight an immunisation certificate at the time of enrolment. The certificate is available from medical practitioners, or if you are registered with Medicare you can go to the [Human Services website](#) and print a copy of your child's immunisation history. Immunisation is available from a general practitioner, from local

council clinics and from community health centres. If you choose not to have your child immunised, please discuss this with our office staff upon enrolment.

## **Infectious diseases**

The NSW Department of Education requires periods of exclusion from school for students with infectious diseases.

Please visit the below website for more information about infectious diseases and exclusion periods.

[NSW Department of Education advice](#)

[NSW Health Infectious diseases information](#)

## **Information evenings/days**

At the beginning of each year, we host a Meet the Teacher information evening where families have a chance to meet with the teacher and gain important information about the year ahead.

Dates and times for these events will be communicated through our school newsletter and on the school calendar.

We may also host information sessions throughout the year on various topics relating to your child and their education. The school website will have dates and further information will be shared in our newsletter when sessions are being held.

## **Kindergarten Best Start**

Best Start Kindergarten Assessment is a literacy and numeracy assessment conducted for all Kindergarten students in the first five weeks of school. Best Start Kindergarten Assessment has been conducted in all NSW public schools since 2010.

Best Start Kindergarten Assessment identifies students' literacy and numeracy skills on entry to Kindergarten. It has been revised to support the NSW Government's Literacy and Numeracy Strategy 2017 – 2020 and is

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mapped to the National Literacy and Numeracy Learning Progressions.

Kindergarten students complete their Best Start Assessment the week prior to starting school formally.

## **Kiss and ride**

Smalls Road has a Kiss and Ride zone on Smalls Road operating between 8:00am-9:30am and 2:30pm-4:00pm. You may drop off/pick up your child in this zone for a maximum of 2 minutes and parents must remain within 3 metres of their car.

All students must exit by the safety door (back passenger side door) for their safety.

 [You must register for a Kiss and Ride number.](#)

Once registered you will receive:

- 1x bag tag for your child's bag
- 2x A4 size numbers that must be displayed clearly on the dash of the car you will collect your child with. Please tape your number to the windscreen for easy viewing by our staff.

 [School procedures for Kiss and Ride](#)

 [Ryde Council School Zone Safety information](#)

## **Learning and support**

Our learning and support teacher works with teachers to develop specialised teaching and learning programs for children having difficulties with aspects of their learning. The learning and support teacher works closely with the school's Learning Support Team in the assessment of children requiring additional support and monitoring their progress. Parents and the learning support team work in partnership to develop a learning plan to best cater to the learning needs of all students.

## **Leaving school early**

Children are not permitted to leave the school grounds during school hours. When collecting a child before the 3:00pm bell, parents/carers must report to the office to obtain an early leavers' pass. Teachers will not dismiss students without an early leaver pass being processed through the office.

Our office staff will complete the sign out process while your child comes to the office to meet you.

## **Library**

The school library is open to all students. All children must have a library bag when borrowing. Class lessons are scheduled each week for each class.

In 2020 we are working with Ryde Council Library to provide bulk loans to enable our students to borrow from the library while we build our own library collection.

Students may borrow books each week but must return their book/s before being able to borrow a new book.

If the book is lost or damaged, the Ryde council replacement fee applies.

 [Ryde Library](#)

## **Lost property**

It is essential that all clothing and personal possessions are clearly marked with the owner's name. Students are taught to take care of their belongings and ensure that all areas of the school have no items left behind at the end of outside breaks. However, having a student's name in the item is essential to locate the owner in the event we have a lost item.

Due to food safety, any unnamed lunch boxes that are left behind will need to be disposed of after 2 days.

## Media permission

On enrolment, parents are asked for permission to publish their child's photo. This includes publishing your child's photo on our school website, newsletter and internal slideshows. We only publish student photos with a first name. If an external media organisation is attending the site, we will inform families if we plan to include your child's photo.

You can update your permission at any time by coming to the school office to update your preference.

## Medication

If your child needs to take prescribed medication at school the medication must be handed in at the office. A written instruction form and an indemnity form must be signed. Students must bring their medication to school in a suitable container clearly labelled with the student's name, and details of the medication and dosage or provide a letter from the doctor stating administration details. Students must not keep their medication themselves and must not give it to their class teacher. It is important that the school be aware of any conditions from which a student may suffer. Parents should notify the principal in writing of any condition such as diabetes, epilepsy, heart and respiratory complaints, asthma, hearing or sight difficulties, allergies, etc. so that special provisions can be made if required.

## Mobile phones

Students are not permitted to bring mobile phones to school in 2020. From 2021, we will develop and communicate our mobile phone policy to families as we expand K-6. The Department of Education policy in regards to mobile phones and devices can be found here:

 [Student use of digital devices and online services](#)

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## Money

Students do not need to have money on school grounds as all excursions and fees are paid for online.

On days where we have donations for fundraising or other events, please send the donation in a wallet/purse with your child's name clearly written on it.

## NAPLAN

Students in Years 3, 5, 7 and 9 sit the National Assessment Program in Literacy and Numeracy each year. NAPLAN assessments occur online over a two-week period in May. The assessments include:

- Language conventions
- Writing
- Reading
- Numeracy

## Newsletter

The school newsletter is published each fortnight on a Monday. This is our main form of communication to parents/carers. It is uploaded to our school website and distributed via e-mail to families with the email address used on enrolment.

 [View our latest newsletter](#)

## Notes

As we are a paper-lite school, all permission notes are signed digitally through School Bytes.

All notes with information are uploaded to our school website and links included in the newsletter (where required).

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## **Nut allergies**

Upon enrolment, you must notify the school of any allergies your child has and provide the relevant health care plans.

We kindly ask that you do not send peanut butter sandwiches or nut bars to school. Students do not share food and we ask birthday treats be nut-free.

We cannot guarantee there will be no nuts at school and put in place measures to keep everyone safe. In the event nut products are sent to school in a child's lunchbox, the child will be permitted to eat the products but will sit away from others while eating and then thoroughly wash their hands after eating to avoid any contamination.

## **Open days**

During the school year, we host various Open Days to celebrate events such as Harmony Day, Grandparents Day, Education Week and more.

The program for the day varies from year to year depending on the central theme and will normally include an assembly and/or visit to classrooms.

Information about these events will be shared through our school newsletter and calendar.

## **Orientation and transition programs**

### **Kindergarten 2021**

Students entering Kindergarten and their parents are invited to participate in orientation sessions which take place during Term 4 the year prior to Kindergarten. During the orientation sessions, children complete some structured activities and engage in play-based learning while parents attend information sessions in the hall and/or have a chance to meet and greet the parent body of Smalls Road Public School.

Please ensure you have completed your enrolment by mid Term 3 to ensure you receive all information regarding our Kindergarten Orientation programs.

### **Year 1-6 2021**

A transition program for new enrolments in years 1-6 2021 will be held later in Term 4 to prepare students for their transition to our school and meet their new classmates, as well as provide families the opportunity to meet with each other. Only confirmed enrolment families will be invited to these sessions.

## **Parent/Carer teacher interviews**

Formal Parent/Carer teacher interviews will be arranged at the end of Term 1/beginning of Term 2 where parents are encouraged to meet with teachers to set student learning goals and discuss their child's progress at school.

You are invited to discuss your child's progress and/or concerns at any time during the year. An appointment with the teacher should be arranged so that class teaching time is not interrupted. Please email the school with your availability and the class teacher will arrange an interview day/time.

Our staff request if any changes/problems arise at home that are likely to affect your child's learning please contact the school.

## Parents and Citizens Association

In 2020, we formed our Foundation P and C. A Parents & Citizens Association (P&C) is an autonomous school-based organisation that works closely with the school and its community.

Meetings are held twice a term on Monday evenings in Week 3 and 8 of each school term. The meetings are held in the school library 6.30-8.00pm.

 [Smalls Road P & C information](#)

## Parent/carer contributions

The Department of Education provides basic funds for the school's operations each year. For the ongoing building of resources, we rely on the voluntary contributions from parents to provide valuable resources to support and extend your child's learning program. Each term you will receive a Statement of Account that includes one-off voluntary payments as well as termly activities such as excursions, specialist programs and other minor expenses, with online payment links included (or visit our school website). Please contact the office if you have any inquiries about your account or to discuss alternative payment arrangements.

## Parent/carer volunteering

We warmly welcome families to volunteer where possible. We have various opportunities throughout the year, including covering books, helping in the classroom and assisting on excursions.

Parents wishing to volunteer in the classroom will need to attend a workshop with an executive before starting. Parents/carers also need to provide 100 point ID check on their first day, sign in at the office and wear their visitor pass at all times whilst on school grounds. Our newsletter and website will have information about any opportunities to volunteer as they arise.

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## Parking/driving

Parking around Smalls Road Public School is on side streets only, adhering to any street signs.

At the end of the Kiss and Ride zone there is a 15 minute parking zone for drop off and walk in for students.

Kiss and Ride can be used as a parking area before 8:00am; between 9:30am-2:30pm and after 4.00pm. Council rangers do patrol this area and drivers are fined for non compliance.

No families are to park in the Cerebral Palsy Alliance carpark which is located next to Smalls Road Public School. Please respect our neighbours by not parking in front of any driveways in the streets surrounding the school.

## Photographs

School, group and class photographs are taken annually by a school photographer and are offered for sale.

More information about dates and providers will be communicated to families throughout the school year.

## Playground and supervision

Children should not arrive at school before 8:35am unless attending the before school care centre. Gates will be open for access from 8:35am.

There is playground supervision under the covered assembly area from 8:35am until the school begins at 9:00am.

There is no playground supervision after school and the gates are locked at 3:15-3:20pm each afternoon.

During recess and lunch, students are supervised by teachers. Teachers wear yellow duty vests when on duty and support staff wear orange vests so students are able to

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clearly see where staff are and where to go if they need assistance in the playground.

## **Policies and procedures**

Each year the school reviews, updates or adds additional policy/procedure documents to its website. These procedures are generally developed in consultation with staff, students and parents.

During 2020 and 2021, we will be regularly adding to our school policies and procedures following the consultation process.

To view school policies and procedures, visit the school and/or the Departments website.

## **Premier's Reading Challenge**

Each year our students have the opportunity to participate in the Premier's Reading Challenge. For more information please see:

 [Premier's Reading Challenge](#)

Student login information and information for families will be sent home with students in March.

## **Premier's Sporting Challenge**

The NSW Premier's Sporting Challenge (PSC) encourages all students in public schools to be more active, more often by increasing their participation in sport and physical activity.

Each year students and staff at Smalls Road participate in the challenge. Information about the challenge will be shared in our newsletter when available.

 [Premier's Sporting Challenge](#)

## **Relief from face-face teaching (RFF)**

Every full time teacher employed by NSW Department of Education is entitled to 2 hours relief from classroom teaching duties each week. This time is used by the teachers for parent/carer interviews, marking student work,

preparation of lessons, organising materials and liaising with other teachers. During the teachers' RFF period the students participate in lessons related to the Key Learning Areas.

In 2020, the RFF program consisted of a one hour library each week to develop a love of reading and literacy skills as well as a one hour Creative Arts lesson.

## **Reports**

Each year, parents receive two written reports outlining their child/rens academic achievements and progress. Reports are distributed at the end of Term 2 and the end of Term 4. These reports show student achievement in English, Maths, Science and Technology, History, Geography, Creative Arts and PDHPE, as well as a general comment and their participation in any extra-curricula activities.

Reports are printed and sent home to families. If families lose their printed copy, they can be accessed via the Sentral Parent Portal at any time for parents to re-print.

## **School holidays**

During school holiday periods, no staff are on site and the grounds are locked. The school site is Enclosed Land. It should not be accessed throughout the holiday period unless for vacation care. If you need to contact the school over the holiday period, please email the school and upon school returning we will respond.

## **School office**

The school office is open between 8:35am and 3:15pm each day. Information about the school and enquiries about school procedures and activities are provided by the friendly and helpful staff.

During 9:15am-2:40pm the Smalls Road gates are locked to ensure student safety. Please press the buzzer and our office staff will open the gates to provide access.

**Address:** 3B Smalls Road, Ryde 2112

**Email:** [smallsroad-p.school @det.nsw.edu.au](mailto:smallsroad-p.school@det.nsw.edu.au)

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## **School plan and annual report**

The school develops a management plan in consultation with the community for the year ahead. It details the annual goals set by the school and is developed in consultation with staff and the community.

 [School planning and reporting](#)

## **School requirements**

At the beginning of each school year, parents receive a stationery requirements list. This includes items teachers request all students bring to support their teaching and learning. This list is shared at the beginning of each year and in our orientation packages for new enrolments.

## **School enrolment tours**

Throughout the school year we host enrolment tours for local families interested in enrolling their children.

Families interested in enrolling their children need to complete an Expression of Interest form. Following the receipt of this form we will share the booking information for a school tour. These will be hosted regularly throughout Term 1-2.

Priority for school tour bookings will be given to in area families who have submitted completed enrolment forms.

 [Enrolment information](#)

 [Expression of interest to enrol](#)

## **Scripture and Ethics**

When you enrol, you are asked to complete a form which indicated the Scripture or Ethics group you would like your child to attend. Students receive half an hour of Special Religious Instruction provided by visiting teachers each week on Thursday from 1:45-2:15pm (K-2) and 2:20-2:50pm (3-6)

Should you not wish your child to participate in Special Religious Education (SRE) lessons,

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options of non-scripture and Primary Ethics are available. Ethics lessons are run by trained volunteers while non-scripture is supervised by classroom teachers. Primary Ethics is contingent upon trained parent volunteers and coordination from a Primary Ethics Coordinator who is also a parent. Please communicate with the school if you are able to assist in the delivery of a Primary Ethics program.

## **Seesaw**

Our school uses Seesaw as a student digital learning portfolio for K-6. Parents are sent an invite to connect to their child's journal at the beginning of each year where you are able to see your child's learning. Messages may also be sent to families by your teacher if required. Seesaw messaging is only used by teachers to share information and messages with families. If you have any inquiries or concerns these need to be sent to the school email address which is passed onto your child's teacher.

 [Technology at Smalls Road Public School](#)

## **Sentral**

Sentral is the school's primary student management system. This program is used by teachers for attendance, recording important information and creating student reports.

A parent app will be introduced to our families in 2021 to allow direct access to student reports in the event paper copies are lost, see student attendance and explain student absences.

A parent information session will be hosted to show the app in greater detail and connect all families once set up is complete.

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## **Sport**

Students participate in planned physical activity each Friday with their class teacher focusing on developing fundamental movement skills which form the foundation of all sports.

Students also participate in fitness session to develop a love and enjoyment of physical activity.

## **Staff development days**

There are five staff development days each year. These are student free days that staff use for planning and professional development. Staff development days are usually held on the first day of Terms 1, 2 and 3 and the last two days of Term 4. The before and after school care centre operates on these days for working parents/carers.

## **Student financial assistance**

Financial assistance is available for parents/carers who may be experiencing short term financial difficulties. Arrangements for confidential financial support are available through the principal.

## **Student wellbeing**

Schools have an important role in supporting students to develop a positive sense of wellbeing. Smalls Road Public School supports students in each of the 5 domains of the Wellbeing Framework for Schools:

- Cognitive Wellbeing
- Emotional Wellbeing
- Social Wellbeing
- Spiritual Wellbeing
- Physical Wellbeing

We utilise a Wellbeing program within our classrooms regularly and incorporate mindfulness and wellbeing practices into our daily timetables. If you have any concerns

about your child's wellbeing please contact your class teacher who will work with our Learning and Support team to support your child's wellbeing at school. We ask families to notify your teacher or the school of any circumstance which may impact your child's wellbeing so we can work in partnership.

## **Support Unit**

Support units in mainstream schools provide inclusive and intensive educational programs for students with a confirmed disability. Support classes are staffed by a trained classroom teacher and a school learning support officer. Support classes have lower student numbers (approximately 8 students per class) to ensure an intensive program delivery. All students have an Individual Education Program and engage in academic learning based on the same syllabus documents as students in the mainstream classes.

To gain placement in a support class, an application must go through the District Office placement panel. All placements in support classes are reviewed annually to ensure students are in the most appropriate educational setting based on their learning needs. For further information on this process, please speak with Mrs Gibbons or Ms Walsh.

## **Technology for Learning**

We are very fortunate as a new school to have access to the latest technology to support teaching and learning. All classrooms have an interactive screen and 30 iPads in 2020. We have funded purchases of robotics and photography items to enhance our teaching and learning programs. Throughout the year, students will have opportunities to engage with technology to enhance and showcase their learning.

## **Toilet blocks**

Our school has 2 separate blocks of toilets on the ground level: 1 block near the covered assembly area and another block next to the hall and canteen.

On level 1 and 2 there are small toilet blocks on each level that students will use during learning time from 2021. All support classes have toilets inside the classrooms.

Our toilet blocks have hand soap available for students to wash their hands. We do not currently have paper towel or hand dryers in the toilet blocks.

## **Uniforms**

Smalls Road students are expected to wear their uniform with pride everyday. This includes shirts tucked in Monday-Thursday and sport uniforms on Friday. Uniforms can be ordered online through Cowan and Lewis, with the company delivering orders to the school every Tuesday and Thursday.

If there is an issue with your order, please contact the company directly.

 [Cowan and Lewis online ordering](#)

## **Visitors to the site**

When you are visiting the school site during 9:20 and 2:40, you will need to press the intercom button for our office staff to open the gates on Smalls Road. On days where we host whole school events, the front gates on Smalls Road will be open for access.

All visitors are required to sign in on entry and meet Department requirements.

## **Wet weather**

On wet weather days, students have covered areas for play and all walkways around the school are covered.

**K-2 students-raincoats.** Please bring a raincoat to wear (no umbrellas please). There is space in our rooms for these to be stored. In

the morning, if raining, students should have their raincoat on when they get in the car at home so they only need exit the car when they arrive at school. Teachers can assist students put on raincoats at the end of the day, so they are always protected from rain.

**3-6 raincoats and/or umbrellas** Students are responsible for their raincoats and umbrellas. Children are taught to have the umbrella point facing down to the ground at all times as a safety precaution as once they enter the school grounds they have covered walkways to all areas of the school so umbrellas are not needed once students reach the school building.

## **Website**

Please bookmark the school website on your computer and refer to it regularly. This platform is our primary source of communication and information for families. It continues to be regularly updated with information- if you find any broken links please email the school so we can update the website.

## **Work health and safety**

As a large organisation, the school adheres to strict work health and safety protocols. Evacuation and lockdown drills occur regularly throughout the year. All visitors to the school must sign in at the office and wear a visitor pass so that students and staff are aware that people who are not familiar to them have permission to be on site. If you are onsite during an evacuation or lockdown drill, please follow the directions of a member of staff who will be wearing a fluoro vest for easy identification.

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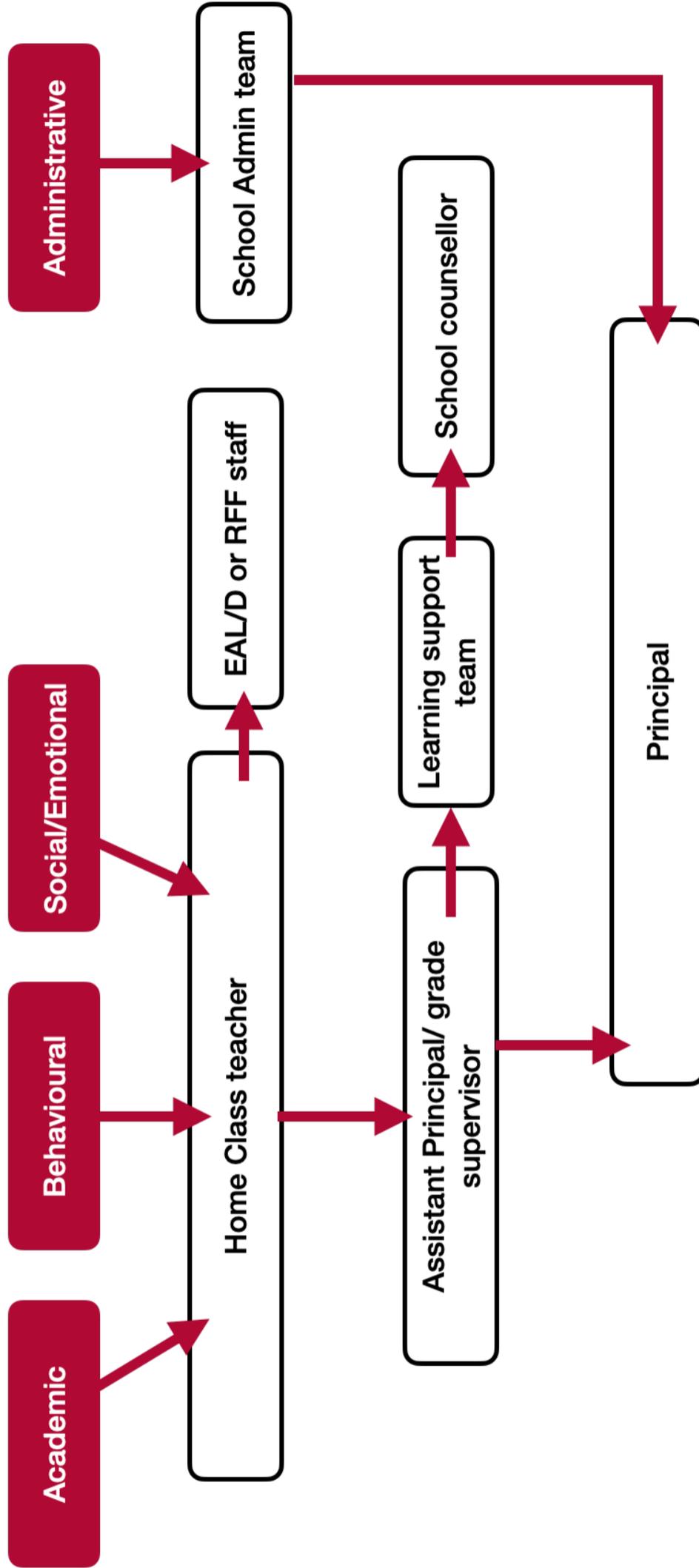
**Website:** <https://smallsroad-p.schools.nsw.gov.au/>

# Communication flowchart



## Communication flowchart

We ask that families use the below flowchart for the most effective and timely response to your inquiry.  
For all teaching and learning inquiries, your first contact should be your child's home class teacher.





# Smalls Road Public School

CONFIDENT

CREATIVE

RESILIENT

**Address:** 3B Smalls Road, Ryde 2112

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